

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 7	
2. AMENDMENT/MODIFICATION NO. 010		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-14-00231	
5. PROJECT NO. (If applicable)					
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALON INC Attn: NA 6800 VERSAR CENTER STE 303 Springfield VA 22151		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-015 0001	
				10B. DATED (SEE ITEM 13) 05/19/2011	
CODE	(b)(4)	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$15,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) EPAAR 1552.217-71, Option to extend the term of the contract; cost-type contract

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is exercise Option Period 3 and obligate funding in the amount of \$15,000 to the period. Additionally, a revised Statement of Work is hereby incorporated.

TOPO: Cara Lalley Max Expire Date: 03/31/2015

Delivery Location Code: OW-OWOW-IO

IMMEDIATE OFFICE

US EPA-OW-OWOW-IO

1200 PENNSYLVANIA AVE., NW

MC-4501-T

WASHINGTON DC 20460

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bradley Austin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 04/24/2014	16C. DATE SIGNED 04/24/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-015/0001/010

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NAME OF OFFEROR OR CONTRACTOR

ALON INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0004	<p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 06/14/2011 to 03/31/2015</p> <p>Change Item 0004 to read as follows (amount shown is the total amount):</p> <p>Communications Support for OST/RMIS Option Period 3</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>Accounting Info: 14-15-B-28A-202BD4X20-2505-1428CAI006-001 BFY: 14 EFY: 15 Fund: B Budget Org: 28A Program (PRC): 202BD4X20 Budget (BOC): 2505 DCN - Line ID: 1428CAI006-001</p> <p>Funding Flag: Complete Funded: \$15,000.00 Period of Performance: 04/01/2014 to 03/31/2015</p>				33,837.68

Base Period: 6/14/11 to 1/31/12

Base Period	PRIOR AMOUNT	INSTANT MODIFICATION	NEW AMOUNT
Ceiling:			
Estimated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Cost Plus Fixed Fee	\$0.00	+\$325,276.00	\$325,276.00
Funded:			
Allocated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Limitation of Cost	\$0.00	+\$160,000.00	\$160,000.00

2. The limitation of funds clause has been modified as follows:

Base Period: 6/14/11 to 1/31/12

Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee. The amount allotted for costs is estimated to cover the contractor's performance through 5 October **2011**.

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

3. As a result of the available funds, and in accordance with Section B.5 of the contract, the following clause is added:

(a) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending approximately 14 October 2010. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

4) The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-020 & FA1-021) and their Task Order proposal.

2. STATEMENT OF OBJECTIVES

2.1 OVERVIEW

Who OST Is and What We Do

OST sets national environmental goals for the quality of the nation's waters and provides tools to make and measure progress toward meeting those goals. OST helps ensure that water programs reflect the latest scientific knowledge about how water becomes polluted, the impacts of that pollution, and how best to reduce and control it. Under the authority of the Clean Water and Safe Drinking Water Acts, OST produces technology-based standards, analytical methods, science-based water quality criteria, water quality standards regulations and policy, and tools that help water program managers protect people and the aquatic environment. OST works closely with our EPA regional offices, other federal agencies, state and tribal co-regulators, industry, and environmental groups to establish and maintain a consistent level of science-based protection of our water resources across the country. State, tribal and local governments use the information we generate to set goals for the use of their waters and then to set limits on pollutants to support those goals. Our professionals help translate theoretical research into applied science that water programs nationwide use to protect water quality.

OST has an Immediate Office, or Resources Management and Information Staff (RMIS), as well as three divisions: Engineering and Analysis, Standards and Health Protection, and Health and Ecological Criteria.

Overall Task Description

OST managers and staff need communications and outreach materials that convey information to internal and external audiences concerning program requirements, goals, accomplishments, environmental and health impacts, policies, plans, underlying science, and initiatives. With such a variety of work being done in the office and with partners outside of OST, materials are needed that will not only highlight individual program achievements for others to learn about, but will also tie together our varied programs to present a more cohesive organization. In addition, OST managers and staff need support in responding to quick turn-around requests for information from other parts of EPA and a variety of stakeholders outside of EPA. For OST/RMIS to meet these communications and outreach needs, contractor support will be required to develop a variety of products on fairly short notice.

2.2 OBJECTIVES

This section states the performance-based objectives relating to this specific task.

1. Support OST, through the development of high quality communications and outreach materials, in conveying the following types of information: OST's role within OW, EPA, and the federal government; our impact on the environment and human health; and our key programs and priority issues. *(For a description of OST's mission, goals, and priorities, see the Background section of this document.)*

2. Highlight OST's accomplishments and improve awareness of our work through the creation of high-quality communications and outreach materials for OW/OST senior management and EPA/federal partners.
3. Provide quick turn-around support in developing communications materials that: (1) respond effectively to requests made by internal and external parties, and (2) convey to senior management and EPA/federal partners the utility of new products developed by OST technical staff.

2.3 REQUIREMENTS

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order Objectives. The contractor shall address these requirements in the Technical Approach section of the proposal.

Task 1: Prepare Work Plan

The contractor shall prepare and submit a Work Plan (WP) to the TOPO as the first task of this TO. This requirement shall apply unless waived by the CO. During the life of this TO, a Work Plan shall be submitted for modifications that increase the scope of the TO. The length and detail of the Work Plan shall be appropriate to the size and complexity of the TO. The Work Plan shall serve to expand or clarify, as necessary, any element of the Contractor's Technical Proposal that requires further elaboration. The Work Plan shall include the written and verbal commitments covered in the Technical Proposal. Work on this TO can begin once the WP is approved by the TOPO and accepted as adequate by the ITS-BISS PO and CO.

Task 2: Prepare Deliverables

1. Prepare OST Outreach Materials for External Audiences- as requested by the TOPO, the contractor shall design and develop an array of outreach products which may include, but are not limited to:
 - An estimated 10 new pieces of graphic art or images (e.g., infographics, graphics for PowerPoint presentations and/or social media messages, photos for Web sites, technical drawings).
 - An estimated 5 outreach materials such as videos, posters, interactive demonstration tools that can be used at an exhibit, and updates to existing outreach materials, as directed by the TOPO.
 - An OST Annual Report, which conveys the Office's goals and successes for the calendar year. A draft outline and up to four rounds of edits will be needed to produce a final report. The final report must be delivered as (1) an editable Word document, (2) a "508-compliant" PDF with metadata for web posting, and (3) a printable version with all files necessary for the EPA print shop to complete printing.
2. Outline an Office-Wide Strategy for OST Communications and Outreach- the contractor shall advise the TOPO on best practices for planning future communications/outreach work across OST, including development of communication templates, and outline a strategy that will help OST convey its communications/outreach priorities to customers and stakeholders.

3. Prepare Materials on Quick Turnaround Basis- for quick turn-around responses to information requests from internal and external parties:
- Develop materials such as key messages, posters, fact sheets, and anticipated questions and answers related to particular OST products and actions, as directed by the TOPO.
 - Conduct Internet research and other literature searches to quickly gather statistics, scientific background information, quotes and other types of information that can be used to prepare senior managers for short-notice speeches/presentations, media interviews, Congressional testimony, and discussions with stakeholders.
 - Design MS PowerPoint presentations using draft content provided by the TOPO (e.g., develop cover slide with appropriate EPA logo, standardize the format for each slide, ensure language is in parallel tense, add relevant photos/graphics)
- The TOPO may request up to 5 quick-turnaround deliverables.

Constraints on Deliverables

- EPA's Office of External Affairs Product Development Guidelines must be followed. These resources are available at: <http://intranet.epa.gov/prodreview/guide/index.html>
- If applicable, deliverables will be prepared in accordance with:
 - Section 508 of the Rehabilitation Act
 - Government Paperwork Elimination Act
 - Applicable OMB Guidance
 - Additional guidance as specified by the TOPO
- With regard to the support for quick turn-around efforts, the contractor shall ensure the following:
 - A team of staff is immediately available to support required project efforts, including any necessary systems and technical support for producing information summaries and conducting information research.
 - Any information summaries developed by the contractor will be: accurate, responsive to the issue or question posed by OST, presented in a clear and succinct manner, meet the specifications provided by OST, and delivered by the due dates established by OST.

Deliverable	Estimated Due Date
TO Work plan	2 weeks after TO award
OST Communications/Outreach Strategy Outline as requested by TOPO	Per technical direction
Up to 10 new graphics/images as requested by TOPO	Per technical direction
Up to 5 outreach materials as requested by TOPO	Per technical direction
OST Annual Report as requested by TOPO	Per technical direction
Up to 5 quick-turnaround information searches and materials as requested by TOPO	Per technical direction

2.4 OTHER INFORMATION

This section provides additional information on the task order requirements, period of performance, and level of effort for this proposed task order.

2.4.1 On-site Contractor Support

☐ Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on-site.

2.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided.
Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☒ No. The task order involves the provision of GFP.

Please describe the specific property to be provided as well as state the requirements for maintaining and accounting for this property, if applicable.

2.4.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or financial reporting.

If yes, please describe the type and frequency of the additional reporting required (e.g., Is Earned Value Management reporting required? Will the contractor be asked to report spending by each deliverable or product produced?)

Note: The ITS-BISS contract requires the contractors to provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information content and format of the monthly contractor progress report.